



MEMORANDUM

CWS File #19-140

To: Ben Wade, CWCB

From: Michelle Hatcher *mh*

cc: Leif Lesoing, Town of Windsor

Date: September 15, 2021

Subject: 75% Progress Report for the Town of Windsor's Drought Management Plan

Clear Water Solutions (CWS) is assisting the Town of Windsor with developing a Drought Management Plan (DMP) in accordance with State regulations following the Guidance Document produced by the Colorado Water Conservation Board. The Guidance Document outlines eight tasks in the drought management planning process and the Town has completed Task 1 through Task 6. This progress report focuses on preliminary findings¹ from Tasks 5 and 6. As discussed in the Scope of Work, this 75% Progress Report includes the following required elements:

- The success of meeting previously identified goals and objectives
- Obstacles encountered
- Preliminary findings or accomplishments
- Potential need for revisions to the scope of work and timelines

The drought public information campaign, steps for drought declaration, and the mitigation action plan was discussed with Town Staff on September 14, 2021. The public drought campaign will be coordinated by the Administrative Services Department, which will also work with the Community Development Department to distribute water conservation information. Both the drought management plan and water efficiency plan will promote the importance of saving water during drought and non-drought years. The public drought campaign objectives are:

- Distribute clear, concise information to water customers and media.
- Adjust the intensity of public outreach depending on the severity of the drought within each drought stage.
- Coordinate campaign efforts with other entities when feasible.

¹ Preliminary findings may be edited in the final DMP Update Report.

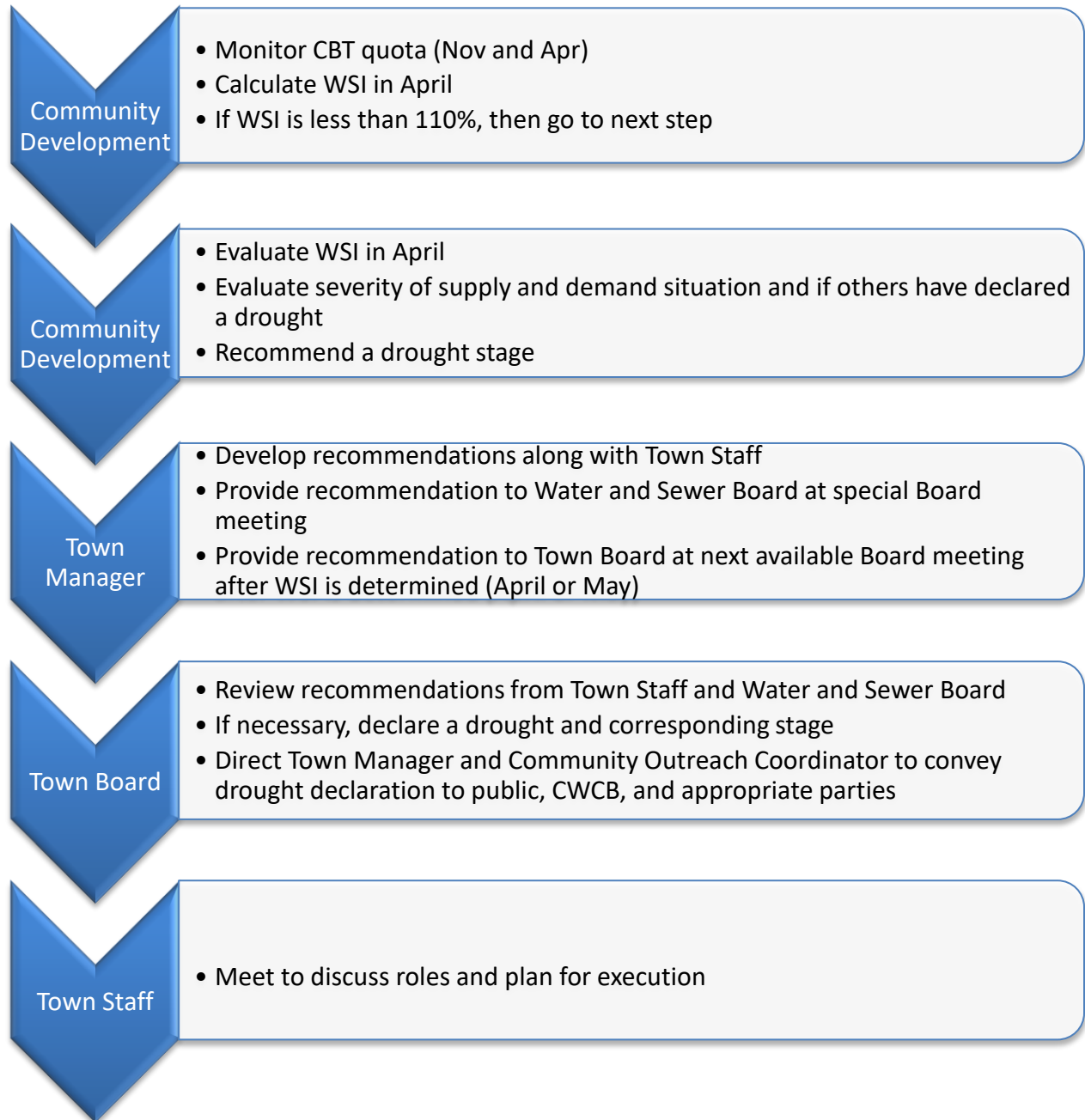
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Table 1 is a summary of the drought mitigation action plan. **Table 2** is a summary of the steps for drought declaration.

Table 1. Drought Mitigation Action Plan

Mitigation	Implementation Activity	Steps for Implementation	Milestone Deadline	Administration
Drought Management Planning	Complete Stakeholder process	Complete activity by milestone deadline	Sept 2021	Community Development
	Complete Public-Review Process		Dec 2021	
	Plan approved by Town Board		Dec 2021	
	Town Board approved drought-related ordinances		Apr 2021	
Management Supply Strategies and Water Supply options	Continue participation in the CBT carryover program	Town budgets funds to do this annually	On-going	Community Development - Engineering
	Develop drought reserves and additional storage	Water Resources staff will evaluate as opportunities arise	On-going	
Audits of water distribution system	Conducted annually	See Water Efficiency Plan for more detail	On-going	Public Works
Repair of leaks	As-needed			
Monitoring and replacement of inaccurate meters	Conducted annually			
Conservation Programs	Implemented via Municipal Water Efficiency Plan	See Water Efficiency Plan for more detail	On-going	Community Development
Planning and Land-Use Policies and Regulations	Evaluate planning and land-use policies and regulations and implement water saving policies and regulations	Community Development Staff will evaluate, on an annual basis, water saving policies and regulations	On-going	Community Development - Planning

Table 2. Steps for Drought Declaration



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There are some revisions to the existing project schedule which is provided in **Table 3**. The major obstacle encountered in the planning process has been coordinating busy schedules which has delayed this project. After staff and Water and Sewer Board review the draft plan and provided comments are incorporated into the Plan, the Town Board will review the Plan and provide comments. After the Town Board's comments are incorporated into the plan, the 60-day public review process will begin.

Table 3. DMP Update timeline

Task	Date
Grant application submitted to CWCB	7/20/2020
CWCB approves grant and PO issued	10/20/2020
Kick-off meeting with Town staff (stakeholder selection)	11/3/2020
Drought Planning Committee Meeting #1	1/12/2021
Submit 25% progress report to CWCB	4/26/2021
Submit 50% progress report to CWCB	9/15/2021
Drought Planning Committee Meeting #2	5/13/2021
Submit 75% progress report to CWCB	9/15/2021
Submit draft plan to staff and Water & Sewer Board for review and comment	9/26/2021
Staff provides comment from review	10/13/2021
Drought Planning Committee Meeting #3 (post draft review)	10/13/2021
Submit draft report to Town Board for review	10/20/2021
Present draft report at Town Board meeting and collect comments	11/8/2021
Notify public of draft plan in paper and website	11/9/2021
Public review period (60 days)	1/10/2022
Town provides public input comments to CWS	1/20/2022
CWS incorporates public comments	1/31/2022
Town Board formally adopts final report	2/28/2022
CWS submits final report to CWCB	3/3/2022

Note: proposed dates are in blue.